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## **CITY OF HOUSTON**

# **Job Posting**

Applications accepted from: All Persons Interested

Job Classification Posting Number Department Division Section

**Reporting Location** 

Workdays & Hours

Mayor Office of Public Safety & Homeland Security

Recreation Assistant (Campo del Sol Program Only)

Mayor's Anti-Gang Office

Burnett Bayland Park, 6200 Chimney Rock

M - F, 9 a.m. - 6 p.m.\*

PN# 103641

June 4, 2004 through August 6, 2005

\*Subject to change

#### 9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Staff will work with youth participants enrolled in the Campo del Sol summer day camp located at Burnett Bayland park. Nineteen (19) positions are available. Duties and responsibilities include:

- Instructing and supervising youth campers in recreational classes, games and play.
- · Chaperoning field trips and special events.
- Resolving problems and counseling participants.
- · Assisting with center preparation for programs and activities.
- Assisting with facility and equipment maintenance and upkeep.
- Acting as a positive role model for youth, promoting non-violent actions.

#### 10 WORKING CONDITIONS

This position will require stooping, bending, and some lifting. Indoor/outdoor activities.

#### 11 MINIMUM EDUCATIONAL REQUIREMENTS

Positions are open to applicants with a high school diploma, GED certificate, or who are college students, or high school seniors.

## 12 MINIMUM EXPERIENCE REQUIREMENTS

Three months of related experience is required.

#### 13 MINIMUM LICENSE REQUIREMENTS

None

#### 14 PREFERENCES

Applicants should be dependable, with reliable transportation and have experience and/or interest in working with children. Applicants must be available to attend one Saturday training day.

## 15 SELECTION/SKILLS TESTS REQUIRED

Successful applicants will be subject to a criminal background check.

16 SAFETY IMPACT POSITION ⊠ Yes ? No

## 17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 6

\$7.50 - \$8.50 hourly

18 OPENING DATE March 23, 200519 CLOSING DATE Open until filled

#### 20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a preemployment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is (713) 837-9496.

An equal opportunity employer